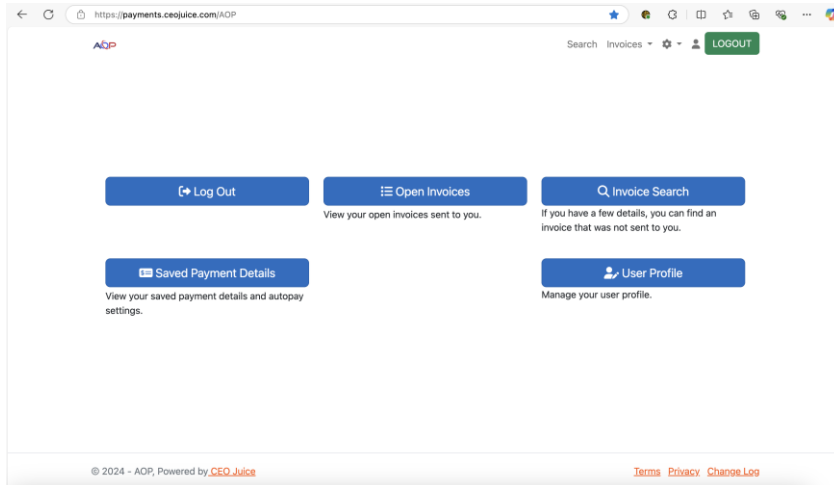





How to view open invoices:

- This is your default homepage when you are logged in. You can view a single invoice under invoice search, see all open invoices, save payment details, and manage your user profile.



- **Invoice Search** opens a search page to view single invoices by entering the invoice number, invoice due date and postal code. You do not have to be logged in to view this page.
You must include IN in front of the invoice number.

- **Open Invoices** allows you to see all open invoices. You must be logged in and be the AP contact that receives invoices for your company.



Invoice Date	Due Date	Invoice Amount	Balance Remaining		
IN125581 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125582 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125583 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125584 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125585 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125586 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
		\$6.00	\$6.00		

- *If you receive a message saying, "Don't see the invoice you're looking for?" It's possible there are no open invoices on your account, or you have registered with an email address that is not originally associated with that invoice.*